

Report Date: 07 Aug 2014

**Summary Report for Individual Task
031-503-3001
Develop a Unit Training Calendar**

Status: Approved

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD5 - This product/publication has been reviewed by the product developers in coordination with the MSCoE, Fort Leonard Wood, Missouri foreign disclosure authority.

This product is releasable to students from all requesting foreign countries without restrictions.

Condition: As CBRN officer in a classroom or an office environment, you have paper, pencil, blank activity schedule, and the commander's training guidance and applicable SOP. You are directed to develop a semi-annual or quarterly training schedule. This task should not be trained in MOPP. This task should not be trained in MOPP 4.

Standard: Develop a systematic training schedule that allows your unit to progress from its current level of proficiency. Your training schedule shows how the planned training events helps the unit to achieve its target proficiency level, and specifies the required resources to include training areas and resources. It also specifies the dates available for training, the order of events, and provides for training feedback.

Special Condition: None

Safety Risk: Low

MOPP 4: Never

Task Statements

Cue: None

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: None

Performance Steps

1. Assess unit's current level of proficiency by reviewing training records.
 - a. Unit mission essential task list (METL).
 - b. Unit training needs.
 - c. Previous training conducted.
 - d. Resources available.
 - e. Levels of maintenance.
 - f. Availability of experience.
2. Review plans from higher headquarters.
 - a. Review higher training guidance
 - b. Review higher mission requirements
3. Develop training strategy
 - a. Review training objectives.
 - b. Select a training schedule which includes the events to overcome deficiencies identified.
4. Determine order of events.
5. Prioritize training events.
6. Forecast the resources necessary to implement the training program.
 - a. Forecast training areas.
 - b. Forecast ammunition and pyrotechnics. (if needed)
 - c. Forecast training devices.
 - d. Ensure that training materials are up to date.
7. Determine dates available for training.
 - a. Review the short-range planning calendar.
 - b. Review support requirements.
8. Brief chain of command on the training schedule using charts / calendars that show the sequence in which the events should be conducted to support training needs and training guidance.
9. Refine the plan by updating as situation / guidance changes.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO-GO if any performance measure is failed (F). If the Soldier scores NO-GO, show the Soldier what was done wrong and how to do it correctly.

Evaluation Preparation: Set up: Provide the Soldier with the equipment and or materials described in the conditions statement.

Brief the Soldier: Tell the Soldier what is expected of him by reviewing the task standards. Stress to the Soldier the importance of observing all cautions and warnings to avoid injury to personnel and, if applicable, damage to equipment.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Assessed unit's current level of proficiency.			
2. Reviewed plans from higher headquarters.			
3. Developed a training strategy.			
4. Determined order of events.			
5. Forecasted the resources necessary to implement the training program.			
6. Determined dates available for training.			
7. Briefed chain of command on the training schedule using charts / calendars that show the sequence in which the events should be conducted to support training needs and training guidance.			
8. Refined the plan by updating as situation / guidance changes.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	ADP 7-0	Training Units and Developing Leaders	No	No
	ADRP 7-0	Training Units and Developing Leaders	No	No

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT.

Safety: In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination.

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks : None

ICTL Data :

ICTL Title	Personnel Type	MOS Data
74A, CBRN Officer BOLC - Version 13	Officer	AOC: 74A, Rank: 1LT